Meeting Notes

AGENDA
CBS Bureau Communications/Scheduling Monthly Meeting

3/16/2005
10:00 to 12:00 PM

Type of meeting: Monthly Bureau Meeting

Facilitator: Patricia Jackson

Potential Attendees: Scheduling/Communication Committee Members

Agenda Topics

1. **CBS Master Communication/Scheduling Plan**

   a. Draft CBS Master Scheduling Plan (Attachment 1.a)
      i. 2005 Initiatives
      ii. Continuing Projects
      iii. **CCR/CSTARS Deployment Plan – Bureau Plan**
      iv. **Bureau Maintenance/Project Implementation Schedule (Bureaus should discuss/provide Implementation Plans)**

   b. Bureau Production Version (Attachment 1.b)
      i. Agreement on CSC supporting Version
      ii. Bureaus Production versions status: yellow/red

2. **AR Status and Process**

   A. **CSC Status of ARs, Maintenance, Major Projects**

      a. Status of Projects (Attachment 2.A.a)
      b. Processing Status of Current Level 1 ARs (Attachment 2.A.b)
      c. Number of ARs Delivered in Feb (Attachment 2.A.c)
      d. April Maintenance Status

   B. **CSC Standard Maintenance Process (Level 2 ARs)**

      a. Discuss Standard Maintenance Process and changes being evaluated to accomplish Proposed Sub-Committee to Discuss ARs requested for Maintenance Delivery
      b. Each Bureau report on effort to close old ARs that are no longer a problem

   C. **CSC Level 1 AR Process**

      a. Implementation of New AR Report, all Open ARs by Module   Attachment 2.C.a
         http://www.camsic.osec.doc.gov/design/designdocs.htm

   D. **TAC Process**

      Two-day turn around requested for emergency TAC approvals

3. **Bureau Status**

   Major Initiatives, User Feed-back, Concerns, Plans

4. **Issues Previously Raised by Bureaus**

   General Discussion if needed

5. General Discussion	General Discussion
RECENT AND UPCOMING EVENTS:	3/10 MOU Procedures distributed at CBS Managers Meeting – CSC Contact Patricia Jackson
	3/11 Mass Reclassification Questions sent to Bureaus 3/16 Mass Reclassification Meeting – Responses to Questions Due
	3/17 9:00-12:00 CBS Executive Board Meeting. Agenda: CSTARS ORSI Deployment, Finance Business Case, Projects Status, *Web Technology Migration Study Recommendations*, CRS-Secretarial View, NOAA Budget Formulation Tools, Financial System Integration Committee Meeting Notes
	3/17 9:30-11:30 Bureau Kick-off meeting for the Funds Control Enhancement Project
	CSTARS/ORSI Update: 3/15 3:30-4:00 CSTARS/TIBCO focus of the CBS DBA Focus Group Meeting 2:00-4:00 3/22 10:00-1:30 CSTARS/ORSI Demo 3/22 CSTARS/ORSI Open House – ask follow-up questions and hands on experience with system Week of 3/21 CSTARS ORSI Cross-service testing meeting July – Initial deployment of CSTARS ORSI Contact: ORSITeam@doc.gov
	3/22 9:30-11:30 Trial Phase II Kick-off meeting
	3/24 CCR User Training at the CSC
	3/31 OFFM Core Financial System Requirement Exposure Draft Document Comments Due
	New SCM –Suggest email Group – Bill Isbell is the administrator, Provides Bureaus with a means for submitting suggestions to improve the software delivery process.
Notes:	
New Action Items:	

Current Action Items		
Description	**Responsibility**	**Target Date**
Action Items from Nov 9 meeting		
1. Evaluate AR form and provide recommendations for improvement.	Bureaus	Next Meeting As Time Allows
2. Determine CSC Supported Code Version, Yellow and Red Code Version	Bureaus/CSC	CSC will communicate final decision
3. Organize subcommittee for level 2 AR's	Bureaus/CSC	TBD
4. Communication Plan	CSC/Bureaus	TBD
5. CBS Master Scheduling Plan	CSC/Bureaus	TBD, Draft has been developed
Action Items from Dec 8 meeting		
6. Related to the Sub-committee approach being evaluated to discuss the maintenance delivery, the CSC will provide track/maintain and provide explanations as to why certain priority ARs do not make the maintenance delivery. In addition the CSC will copy Committee members on AR issues sent to the AR contacts.	CSC	E-mail Copy – Will be implemented immediately. Track/maintain and provide explanations - TBD
Open Action Items from Jan 12 meeting		
10. Provide names of those with authority to sign off on ARs	Bureaus	TBD